



# **Town of Loomis Storm Water Management Program**

**September 3, 2004**

**Prepared by:**



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## List of Abbreviations

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BMP	Best Management Practice
CAC	Citizens Advisory Council
CFR	Code of Federal Regulations
CWA	Clean Water Act
DI	Storm Drain Drop Inlet
EPA	Environmental Protection Agency
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Water System
NOI	Notice of Intent
N/A	Not Applicable
NPDES	National Pollution Discharge Elimination System
POTW	Publicly Owned Treatment Works
PRSCG	Placer Regional Storm Water Coordination Group
RWQCB	Central Valley Regional Water Quality Control Board
SUSMP	Standard Urban Stormwater Management Program
SWMP	Storm Water Management Plan
SWRCB	State Water Resources Control Board

## Section 1 Introduction

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This document represents the Town of Loomis's Storm Water Management Plan (SWMP). The SWMP outlines a comprehensive set of priorities, activities, and strategies that constitute the Town's Minimum Control Measures (MCM's) and Best Management Practices (BMP's), which are believed to reduce pollutants in storm water to the Maximum Extent Practicable (MEP). The SWMP was completed under the direction of the Public Works Director.

### 1.1 Town of Loomis Background

The Town of Loomis is located in Placer County. As of the 2000 census, the population of the Town of Loomis was 6,100. The total population of Placer County is approximately 264,900. The Town of Loomis population has increased at an average annual rate of 3.2% over the past 5 years. Based on currently entitled properties, the build-out population for the Town of Loomis is 10,300 which is currently expected in the year 2020. The map in Appendix A shows the coverage area of this SWMP as well as major waterways that flow through the Town.

Land use in the Town is split between the following categories: residential = 60%, commercial = 37%, and industrial = 3%. A land use map is included in Appendix B that shows Town zoning.

### 1.2 Regulatory History

In 1972, the Federal Water Pollution Control Act (also referred to as the Clean Water Act [CWA]) was amended to provide that the discharge of pollutants to waters of the United States from any point source is unlawful unless the discharge is in compliance with a National Pollutant Discharge Elimination System (NPDES) permit. The 1987 amendments to the CWA added §402(p), which established a framework for regulating storm water discharges under the NPDES Program. Subsequently, in 1990, the EPA promulgated regulation for permitting storm water discharges from industrial sites (including construction sites that disturb five acres or more) and from municipal separate storm sewer systems (MS4s) serving a population of 100,000 people or more.

These regulations, known as the Phase I regulations, require operators of medium and large MS4s to obtain storm water permits. On December 8, 1999, the EPA promulgated regulations, known as Phase II, requiring permits for storm water discharges from Small MS4s and from construction sites disturbing between 1 and 5 acres of land. Storm water discharges from Small MS4s are regulated by a permit issued by the SWRCB titled, *Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit)*.

An "MS4" is defined as a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) designed or used for collecting or conveying storm water; (ii) which is not a combined sewer; and (iii) which is not part of a Publicly Owned Treatment Works (POTW) as defined in Title 40 of the Code of Federal Regulations (CFR) §122.2.

A “Small MS4” is defined as an MS4 that is not a permitted MS4 under Phase I regulations. This definition of a Small MS4 applies to MS4s operated within cities and counties as well as governmental facilities that have a system of storm sewers.

Federal regulations allow two permitting options for storm water discharges – individual permits and general permits. The SWRCB elected to adopt a statewide general permit in order to efficiently regulate numerous storm water discharges under a single permit. This SWMP is part of the requirements of the statewide general permit under which the Town of Loomis is regulated.

### **1.3 Regulatory Requirements**

The General Permit regulates discharges of storm water from “regulated Small MS4s”. A “regulated Small MS4” is defined as a Small MS4 that discharges to a water of the US or other MS4 regulated by an NPDES permit and is designated in one of two ways. First, an entity may be automatically designated by the EPA pursuant to 40 CFR §122.32(a)(1) because it is located within an urbanized area defined by the Bureau of Census. Second, an entity may be individual designated by the SWRCB or RWQCB after consideration of factors such as the following: high population density, high growth or growth potential, significant contributor of pollutants to an interconnected permitted MS4, discharge to sensitive water bodies, or significant contributor of pollutants to waters of the United States.

The Town of Loomis has been automatically designated by the EPA because is the considered to be part of an urbanized area.

Under the current regulatory framework, the Town must apply for coverage under a General Permit. Acceptance of and implementation under the General Permit is subject to SWRCB and Central Valley Regional Water Quality Control Board (RWQCB) implementation. The Town must apply for coverage under the General Permit by March 10, 2003 by submitting a Notice of Intent (NOI) to comply with the State General Permit.

In addition to filing the NOI, the Town must develop a SWMP describing the Town’s program for managing storm water. The SWMP must address six specific Minimum Control Measures and describe Best Management Practices to be implemented that address the MCM’s in the SWMP. The permit also requires that the Town establish and document in the SWMP measurable goals to be achieved and a schedule of implementation. The Town has five years to fully implement the SWMP.

## Section 2 Program Overview

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The SWMP was developed by Town Public Works Staff with the assistance of a consultant. The goal of the SWMP is to improve the quality of waterways in the Town by developing and implementing an interdisciplinary approach to storm water.

### 2.1 Program Implementation

The entire Storm Water Management Plan for the Town of Loomis will be administered and managed by the Public Works Department. The Public Works Department will solicit the assistance of other departments as necessary but responsibility for execution of the SWMP will remain with Public Works. The Public Works Director is the responsible individual and will sign all documentation submitted to the RWQCB in connection with the SWMP. He may designate Public Works staff to manage and implement the program but the Public Works Director will remain the responsible individual.

### 2.2 Program Strategy

Per the requirements of the General Permit, this SWMP must describe how pollutants in storm water runoff will be controlled and describe the BMP's that address the six Minimum Control Measures that will do this. Each BMP must have accompanying measurable goals that will be achieved during the five year permit term as a means of determining program compliance and accomplishments, and as an indicator of potential program effectiveness. The SWMP must also identify the person or persons who will implement or coordinate the SWMP as well as each MCM.

The Town of Loomis will have a five year permit term to fully implement its program but the SWRCB will expect that progress be made throughout the permit term. Applicable activities that Town staff already perform have been itemized and recognized in this SWMP as a benefit to storm water to the greatest extent possible.

Specific BMP's selected for each of the six MCM's were selected using the following criteria:

- Economic impact to the Town;
- Impact to the environment;
- Potential for the BMP to significantly improve storm water runoff from the Town;
- Ease of compliance;
- Potential for public acceptance and involvement.

The General Permit requires that regulated Small MS4's reduce discharge of pollutants to the Maximum Extent Practicable (MEP). MEP is a technology based standard established by Congress in CWA §402(p)(3)(B)(iii) that municipal dischargers of storm water must meet. MEP is generally a result of emphasizing pollution prevention and source control BMP's as the first lines of defense in combination with treatment methods wherever appropriate to serve as additional lines of defense. The MEP approach is an ever evolving, flexible and advancing concept which considers technical and economic feasibility. As knowledge about controlling storm water runoff continues to evolve, so does that which constitutes MEP.

## 2.3 Program Scope

The program scope is dictated by the General Permit which outlines six Minimum Control Measures that will be addressed. The MCM's are:

- Public Education and Outreach on Storm Water Impacts;
- Public Involvement/Participation;
- Illicit Discharge Detection and Elimination;
- Construction Site Storm Water Runoff Control;
- Post-Construction Storm Water Management in New Development and Redevelopment;
- Pollution Prevention/Good Housekeeping for Municipal Operations.

### 2.3.1 Permit Coverage Area

The coverage area of this SWMP and the accompanying permit to the Town of Loomis is generally the Town Limits. A map showing the Town limits, current development, waterways, etc. is included in Appendix A of this SWMP.

### 2.3.2 Minimum Control Measures

The following is a summary of information that is required to be addressed in each of the six Minimum Control Measures.

#### 2.3.2.1 *Public Education and Outreach on Storm Water Impacts*

The SWMP includes a program to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff.

#### 2.3.2.2 *Public Involvement/Participation*

The EPA recommends that MS4's develop a public participation process to make efforts to reach out and engage all economic and ethnic groups present in the community. The goal of the Public Involvement/Participation MCM is to foster acceptance and ownership of the SWMP by the community. The SWMP must comply with public notice requirements when implementing a public involvement/participation program.

#### 2.3.2.3 *Illicit Discharge Detection and Elimination*

The General Permit itemizes several requirements that must be addressed in this MCM. They are:

- Develop, implement and enforce a program to detect and eliminate illicit discharges;

- Develop a storm water system map showing the location of all outfalls and the names and locations of all waters of the US that receive discharges from those outfalls;
- Prohibit through ordinance or other regulatory mechanism, to the extent allowable, non-storm water discharges into the Town and implement appropriate enforcement procedures and actions;
- Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit;
- Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste; and
- Address specific categories of non-storm water discharges or flows that are identified by the Town as significant contributors of pollutants to the Town.

#### *2.3.2.4 Construction Site Storm Water Runoff Controls*

The Town must develop, implement, and enforce a program to reduce pollutants in any storm water runoff from construction activities that result in a land disturbance of greater than or equal to one acre. The program must include development and implementation of the following:

- An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance;
- Requirements for construction site operators to implement appropriate erosion and sediment control BMP's;
- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- Procedures for site plan review which incorporate consideration of potential water quality impacts;
- Procedures for receipt and consideration of information submitted by the public; and
- Procedures for site inspection and enforcement of control measures.

#### *2.3.2.5 Post Construction Storm Water Management*

The Town must:

- Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre that discharge into the Town by ensuring that controls are in place that prevent or minimize water quality impacts;

- Develop and implement strategies which include a combination of structural and/or non-structural BMP's;
- Use an ordinance or other regulatory mechanism to address post-construction runoff from new development;
- Ensure adequate long term operations and maintenance of BMP's.

#### 2.3.2.6 *Pollution Prevention/Good Housekeeping for Municipal Operations*

The Town must:

- Develop and implement an operations and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from the Town;
- Use training materials that are available from the EPA, state, or other organizations to provide employee training to prevent or reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

#### 2.3.3 Monitoring and Reporting

The Town must submit annual reports to the RWQCB by September 15<sup>th</sup> of each year (first to be submitted by September 15, 2004). The report shall summarize the activities performed throughout the reporting period (July 1 – June 30) and must include:

- The status of compliance with permit conditions;
- An assessment of the appropriateness and effectiveness of the identified BMP's;
- Status of identified measurable goals;
- Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- A summary of the storm water activities the Town plans to undertake during the next reporting cycle;
- Any proposed changes to the SWMP with justification of why the changes are necessary; and
- Any changes in the person or persons implementing and coordinating the SWMP.

The Town must keep records required by the General Permit for at least five years. The Town must submit requested records to the RWQCB upon request. The Town must also make the records, including the permit and the SWMP, available to the public during regular business hours.

## 2.4 Program Focus Areas

While all six of the Minimum Control Measures are important and will each be addressed, it is appropriate that the Town of Loomis allocate resources to those program areas that are most likely to have the most impact on the management of storm water in the Town. Based on the makeup of the Town it appears that the best use of resources is to focus on Post Construction Storm Water Management and the development of the regulatory mechanisms that will foster development of the program. The activities and allocation of resources identified in this SWMP reflect the decision to focus on these MCM's.

## 2.5 Non-Storm Water Discharges Required to be Addressed

Section D, 2., c., 6, of the General Permit requires that the Town address 17 categories of non-storm water discharge or flow. These are authorized non-storm water discharges or flows that are typically present in a Town. They are to be addressed in the SWMP only if they are identified as “significant contributors of pollutants to the Small MS4”.

The table below is a list of the non-storm water discharges that are identified in the General Permit and the associated BMP in which the discharge is addressed. Notations of “Not Applicable (N/A)” are made for the cases of non-storm water discharges that are not perceived to be significant contributors to pollutants in the Town.

**TABLE 1: NON-STORM WATER DISCHARGES REQUIRED TO BE ADDRESSED**

<u>Category</u>	<u>Addressed in BMP</u>
1 Water Line Flushing	N/A
2 Landscape Irrigation	<b>GH2</b>
3 Diverted Stream Flows	N/A
4 Rising Ground Waters	N/A
5 Uncontaminated Ground Water Infiltration to Separate Storm Sewers	<b>ID2, GH2</b>
6 Uncontaminated Pumped Ground Water	N/A
7 Discharges from Potable Water Sources	N/A
8 Foundation Drains	N/A
9 Air Conditioning Condensation	N/A
10 Irrigation Water	<b>GH2</b>
11 Springs	N/A
12 Water from Crawl Space Pumps	N/A
13 Footing Drains	N/A
14 Lawn Watering	<b>PO1</b>
15 Individual Residential Car Washing	<b>PO1</b>
16 Flows from Riparian Habitats and Wetlands	<b>GH2</b>
17 Dechlorinated Swimming Pool Discharges	N/A

## **2.6 Legal Authority**

Three of the minimum control measures (illicit discharge detection and elimination, and the two construction related measures) require enforceable controls on third party activities to ensure successful implementation of the measure. The Town Council, with the assistance of the Town Attorney, must develop the appropriate ordinances to confer the required legal authority to enforce such measures.

## Section 3 Program Description

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### 3.1 Public Education and Outreach

#### 3.1.1 Description

The intent of the Public Education and Outreach MCM is for the Town to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps the public can take to reduce pollutants in storm water runoff.

#### 3.1.2 Best Management Practices

Two BMP's have been identified for implementation under this MCM. They are:

- Printed Public Education Program
- Public Outreach Activities by Town Staff

The Printed Public Education Program will primarily use bill stuffers to convey the message. This program is easily expandable and may be modified in the future to include distribution of other printed materials to the citizens.

The Public Outreach Activities by Town Staff is an opportunity for the Town to take advantage of its Town Hall as well as local public events that are organized by others to disseminate the message. Displays will be created and presented at Town Hall. Town staff will be asked to man booths at local fairs, and other community events as a means of disseminating the storm water message. Also, Town staff will give presentations to local school children on the importance of managing the storm water resources.

Another outreach activity that will be completed by Town staff is to participate with the Placer Regional Storm water Coordination Group (PRSCG). This is a group make up of representatives of local entities who are also regulated by the new General Permit. Appendix D is a summary of BMP's that may lend themselves to coordination and cooperation with members of the PRSCG.

#### 3.1.3 Public Outreach Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

## **3.2 Public Involvement/Participation**

### **3.2.1 Description**

There are two purposes of the Public Involvement/Participation MCM. First, the Town is to develop programs that will draw the community into the process of managing the local storm water and thereby attempt to convey a sense of ownership to local residents. This will effectively greatly increase the number of people in the community that are taking an active interest in the process of managing storm water. The second purpose of the MCM is to reinforce the fact that the Town is bound to obey State and local public notification laws.

### **3.2.2 Best Management Practices**

Three BMP's have been identified for this MCM. They are:

- Citizens Advisory Committee Activities
- Storm Drain Stenciling Program
- Volunteer Stream Adoption and Monitoring Program

The Citizens Advisory Committee (CAC) will be used to guide creation and operation of a committee of interested citizens discuss storm water issues in the Town on a regular basis. The CAC may be used to disseminate public information and can also be used to increase general public awareness for storm water.

A Storm Drain Stenciling Program will be implemented that will seek to use volunteer labor to mark all storm drain inlets in the Town with a notation that will remind citizens that anything placed or allowed to run into the inlets will find its way to the water ways into which the storm drains discharge.

A Volunteer Stream Adoption and Monitoring Program is another way that volunteer labor can be used to make a real difference in the Town. By organizing local volunteers, the Town will take advantage of large workforces and can supplement its own available staff time with people that can both monitor and actually perform clean up activities similar to Adopt-a-Highway programs.

### **3.2.3 Public Involvement Fact Sheets**

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

## **3.3 Illicit Discharge Detection and Elimination**

### **3.3.1 Description**

The Illicit Discharge Detection and Elimination MCM is more detailed than the previous two MCM's. The purpose of this MCM is to require the Town to develop,

implement, and enforce a program to detect and eliminate illicit discharges into the Town storm water system. Because this MCM does require enforceable controls on third parties, one of the BMP's is drafting and adoption of a new Town ordinance regarding the illicit discharge of pollutants to the storm water system.

### 3.3.2 Best Management Practices

Four BMP's have been identified for this MCM. They are:

- Compile Storm Drain System Map
- Illicit Discharge Enforcement Ordinance
- Illicit/Non-Storm Water Discharge Detection Program
- Illicit/Non-Storm Water Discharge Elimination Program

A Storm Drain System Map will be key to managing the system. The map will identify all major waterways in the Town and will illustrate discharge points of storm water into the waterways.

The Illicit Discharge Enforcement Ordinance will codify new enforcement measures and give the Town means to levy punishments to individuals or businesses who violate Town Storm Water Discharge Ordinances.

The Illicit/Non-Storm Water Discharge Detection Program will be used to find and identify illicit discharges to the storm drain system. This program will be mainly implemented by Town staff but will also use residents assistance and input.

The Illicit/Non-Storm Water Discharge Elimination Program will be used to remove illicit discharges from the system. This MCM will rely on enforcement measures provided in the new ordinance.

### 3.3.3 Illicit Discharge Detection and Elimination Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

## 3.4 Construction Site Storm Water Runoff Control

### 3.4.1 Description

The purpose of the Construction Site Storm Water Runoff Control MCM is for the Town to develop, implement, and enforce a program to reduce pollutants in any storm water runoff that is attributable to construction activities. Again, enforceable controls on third parties are required. Town council action will be required to adopt programs that are developed as part of BMP's identified under this MCM.

### 3.4.2 Best Management Practices

Three BMP's have been identified for this MCM. They are:

- Update Town Improvement Standards
- Town Staff Training on New Storm Water Management Requirements for Construction Sites
- Construction Storm Water Ordinance

Town Improvement Standards will be updated to reflect new storm water controls and new policies that are being implemented as a result of this SWMP. Town Improvement Standards will be used by all designers of developments in the Town and will be implemented by all contractors building new development in the Town.

Town Staff Training on New Storm Water Management Requirements for Construction Sites will be important to expose the Town staff to new expectations and requirements of the RWQCB. During later years of the training, staff training will become more detailed as to methods and means of implementing new requirements.

The Construction Storm Water Ordinance is the method of codifying new rules and enforcement measures that will apply to storm water management in the Town. It will be important to draft and implement a new Construction Storm Water Ordinance as soon as possible since this MCM is a major area of focus in the Town of Loomis.

### 3.4.3 Construction Site Runoff Control Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

## 3.5 Post Construction Storm Water Management

### 3.5.1 Description

The purpose of this MCM is to guide the Town in developing programs and procedures for managing storm water in areas of new development and redevelopment after construction is complete. An area of particular concern is management of site specific BMP's (such as DI filters and hydro-dynamic separators) for the long term. A Town ordinance will be required to ensure long term maintenance of post construction storm water controls.

### 3.5.2 Best Management Practices

Three BMP's have been identified for this MCM. They are:

- Development Review Process Update
- Write and Implement New Storm Water System O&M Plan

- Post Construction Ordinance

The Development Review Process Update will be used to educate plan checkers that work for the Town of Loomis (both Town staff and outside consultants) on the new expectations and requirements related to management of storm water in the Town. This will include a review of the new Town standards as well as construction and post construction requirements.

A New Storm Water System O&M Plan will guide Town staff in the practical application of ideas and principals outlined in this SWMP as well as in new ordinances required by this SWMP. The plan will be a practical guide to day-to-day system operations and regular maintenance activities that will be performed.

The Post Construction Ordinance will codify requirements for operations and maintenance of all storm water facilities in the Town. Enforcement measures will be included in this ordinance to maximize compliance by owners and to allow for maintenance activities by Town staff as an alternative.

### 3.5.3 Post Construction Storm Water Management Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

## 3.6 Pollution Prevention/Good Housekeeping for Municipal Operations

### 3.6.1 Description

The purpose of the Pollution Prevention/Good Housekeeping MCM is to guide the Town in developing and implementing an operations and maintenance program that includes a training component for Town staff and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. This includes Town owned and managed properties such as the parks, parking lots, and corporation yard facilities.

### 3.6.2 Best Management Practices

Two BMP's have been identified for this MCM. They are:

- Inventory Town Facilities/Properties
- On-going Training of Town Staff

An Inventory of Town Facilities/Properties will be the first step in making sure that storm water management of Town owned facilities is addressed. The inventory will include an accounting of all properties and buildings owned, used, or maintained by the Town.

Training Town Staff will be used to keep staff continually informed of new storm water ordinances and requirements that must be implemented in the Town. Training will vary over the life of the program from very broad and introductory topics during the first years to detailed application of principles in the later years.

### 3.6.3 Good Housekeeping for Municipal Operations Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

## **Section 4 Monitoring and Reporting**

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### **4.1 Monitoring Requirements**

The General Permit requires that the Town submit annual reports to the RWQCB by September 15<sup>th</sup> of each year starting September 15, 2004. The report is to summarize activities performed throughout the reporting period (July 1 through June 30) and must include:

- a. The status of compliance with permit conditions;
- b. An assessment of the appropriateness and effectiveness of the identified BMP's;
- c. Status of the identified measurable goals;
- d. Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- e. A summary of the storm water activities the Town plans to undertake during the next permit cycle;
- f. Any proposed change(s) to the SWMP together with justification for why the changes are necessary;
- g. Any change in the person or persons implementing and coordinating the SWMP.

The Town must keep records required by the General Permit for at least five years of the duration of the General Permit if it is continued. The Town must submit any and all records to the RWQCB upon request. The Town must make the records, including the permit and the SWMP, available to the public during regular business hours.

### **4.2 Non-Compliance Reporting**

The Town is required to report any non-compliance with the General Permit to the RWQCB within 30 days. In instances of non-compliance that may endanger human health or the environment, the Town is required to report orally to the RWQCB within 24 hours from the time the Town becomes aware of the circumstances and in writing to the RWQCB within 5 days of the occurrence.

The notifications shall identify the non-compliance event and include an initial assessment of the impact caused by the event. The notification shall also describe the actions necessary to achieve compliance and include a time schedule indicating when compliance will be achieved. The time schedule and corrective measures are subject to modification by the RWQCB.

## **Section 5 Implementation Schedule**

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The requirements for implementation of the SWMP are broad in the General Permit. In the Fact Sheet that accompanies the General Permit it states, “The Permittee has the five-year permit term to fully implement its program but it is expected that progress be made throughout the permit term.”

Table 2 below is a Summary Implementation Schedule that shows the anticipated schedule by which each of the MCM’s identified in this SWMP are to be started and completed.

Appendix E includes a Detailed Implementation Schedule that shows all BMP’s and the years in which they are to be implemented.

**TABLE 2: SWMP SUMMARY IMPLEMENTATION SCHEDULE**

Minimum Control Measure		Program Year				
		2003	2004	2005	2006	2007
<b>Public Education and Outreach (PO)</b>						
PO1.	Printed Public Education Program	✓	✓	✓	✓	✓
PO2.	Public Outreach Activities by Town Staff	✓	✓	✓	✓	✓
<b>Public Involvement/Participation (PI)</b>						
PI1.	Citizens Advisory Committee		✓	✓	✓	✓
PI2.	Storm Drain Stenciling Program	✓	✓	✓	✓	✓
PI3.	Volunteer Stream Adoption and Monitoring Program		✓	✓	✓	✓
<b>Illicit Discharge Detection and Elimination (ID)</b>						
ID1.	Compile Storm Drain System Map	✓	✓	✓	✓	✓
ID2.	Illicit Discharge Enforcement Ordinance			✓	✓	
ID3.	Illicit/Non-Storm Water Discharge Detection Program		✓	✓	✓	✓
ID4.	Illicit/Non-Storm Water Discharge Elimination Program				✓	✓
<b>Construction Site Runoff Control (CS)</b>						
CS1.	Update Town Improvement Standards	✓	✓	✓		
CS2.	Town Staff Training on New Storm Water Management Requirements for Construction Sites	✓	✓	✓	✓	✓
CS3.	Construction Storm Water Ordinance			✓	✓	
<b>Post Construction Site Runoff Control (PC)</b>						
PC1.	Development Review Process Update		✓	✓		
PC2.	Write and Implement New Storm Water System O&M Plan		✓	✓	✓	✓
PC3.	Post Construction Ordinance				✓	✓
<b>Good Housekeeping for Municipal Operations (GH)</b>						
GH1.	Inventory Town Facilities/Properties	✓	✓			
GH2.	On-Going Training of Town Staff	✓	✓	✓	✓	✓

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Town of Loomis - Storm Water Management Program

# Appendix A

Coverage Area Map

Town of Loomis - Storm Water Management Program

# Appendix B

Land Use Map

Town of Loomis - Storm Water Management Program

# Appendix C

BMP Fact Sheets



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

**Town of Loomis  
SWMP-MCM  
Fact Sheet Series**

**Public Education and Outreach**

- PO1. Printed Public Education Program
- PO2. Public Outreach Activities by Town Staff

**Public**

**Involvement/Participation**

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

**Illicit Discharge Detection and Elimination**

- ID1. Compile Storm Drain System Map
- ID2. Illicit Discharge Enforcement Ordinance
- ID3. Illicit/Non-Storm Water Discharge Detection Program
- ID4. Illicit/Non-Storm Water Discharge Elimination Program

**Construction Site Runoff Control**

- CS1. Update Town Improvement Standards
- CS2. Town Staff Training on New Storm Water Requirements for Construction Sites
- CS3. Construction Storm Water Ordinance

**Post Construction Site Runoff Control**

- PC1. Development Review Process Update
- PC2. Write and Implement New Storm Water System O&M Plan
- PC3. Post Construction Ordinance

**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet PO1. Printed Public Education Program

**Mission:** The Printed Public Education Program will be used to disseminate information to the general public via means already established such as monthly billings and the Town website.

**Detailed Description:** The Printed Public Education Program is a way that the Town can distribute information, and receive comments from citizens, using communication methods that are already established. There are three specific methods of printed communication identified as part of this MCM. It is anticipated that the information conveyed in these and any other printed campaigns will be substantially the same so that a unified message is conveyed to the citizens.

PO1.1 – As a first task, it will be important for Town staff to assess the target audiences that are present in the constituency. This will be done by compiling a list of target audiences within the Town. Most likely, this list will be categorized consistent with the zoning in the town by residential, commercial, and industrial properties. Another resource for determining target audiences may be the database of business licenses kept at Town Hall. After compiling categorized lists of potential audiences, Town staff will plan potential printed materials that are most appropriate for each.

PO1.2 – The Town will distribute “bill stuffer” type of printed material in utility bills (to be mailed by Auburn Disposal Co.) or other established communication to the targeted audiences identified in the previous BMP. The information conveyed will be short and will have the goal of raising general awareness of the storm water issues. Target audiences including, businesses, residential, and industrial areas will be reassessed and updated annually. Specific materials catered to each audience will be developed. Also, these methods may be a means of educating the citizens on the activities that the Town staff will be pursuing and potential costs and benefits to the Town for such activities.

PO1.3 – The Town will create an internet web page as part of the existing Town website that is dedicated to storm water management. It is anticipated that this web page will be used to disseminate information and to give citizens information on reporting potential

violations of storm water code. The address for the web page will be shown on bill stuffers as well as posted at various other outreach activities.

PO1.4 – Town staff will maintain a bulletin board in Town Hall that will include information on storm water management. It is assumed that this information will be very similar, or even the same, as what is conveyed using the previously outlined means of printed communication including information for businesses as well as individual residences. The bulletin board may also include literature that is available for visitors to take. The use of a bulletin board will give the Town another opportunity to reach the citizens with the storm water message.

PO1.5 – Town staff will create and implement a policy for receiving and evaluating information reported to them by the public as a result of the outreach activities associated with this BMP. This will include creation of action items that will be passed to field staff and followed up on by supervisors.

**Measurable Goals & Schedule:**

Measurable Goal

- PO1.1 Compile list of targeted audiences and possible printed materials for each.
- PO1.2 Distribute bill stuffers on storm water management in one Town utility bill per year.
- PO1.3 Create a web page for the Town website and update annually.
- PO1.4 Maintain a storm water bulletin board at Town Hall, updated annually.
- PO1.5 Create and implement policy for receipt of public information

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
PO1.1					
PO1.2					
PO1.3					
PO1.4					
PO1.5					



# Town of Loomis

## Storm Water Management Program

### Minimum Control Measures Fact Sheet

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SWMP-MCM  
Fact Sheet Series**

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**Involvement/Participation**

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- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

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**Construction Site Runoff Control**

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**Post Construction Site Runoff Control**

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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

#### Fact Sheet PO2. Public Outreach Activities by Town Staff

**Mission:** Public Outreach Activities by Town Staff will be focused on keeping the storm water message in front of the citizens and on pooling efforts with other local communities to make the best use of resources to publicize good storm water management.

**Detailed Description:** Public Outreach includes specific methods for the Town staff to convey the storm water message to citizens.

PO2.1 – Town staff will man a display booth at a public event in the Town or region once per year. The purpose of the booth will be to educate citizens by discussing issues with the public and distributing generic literature previously created on the importance of storm water management and the means by which the Town is protecting the storm water resources. The purpose of the literature will be to promote basic public outreach and awareness of storm water issues.

This booth may occur at an event in the Town, or absent such an opportunity, Town staff may choose an event in the region such as the Placer County Fair in Roseville. This MCM may lend itself to working with other members of the PRSCG to accomplish the stated Town goals.

PO2.2 – Town of Loomis staff will participate with the PRSCG by attending regular meetings for the purpose of coordinating outreach regionally and planning ways that resources of the participating entities can be shared to further the goals of the Town. It is assumed that these meetings will occur on a quarterly basis. Appendix D of this SWMP includes excerpts from the Fact Sheet Series detailing activities that may be shared with other PRSCG participants.

PO2.3 – Town of Loomis staff will make efforts to reach out to the younger citizens by working with local schools. Outreach efforts may include distributing printed materials to the students, and making presentations to classes. Town staff may choose to work with others in the PRSCG to develop a presentation that can be made to science classes in the region. As a minimum measurable goal, the Town staff will make at least one presentation to students of a local school each year. The presentation may be an outdoor

type field trip or an in-class presentation.

**Measurable Goals & Schedule:**

Measurable Goal

PO2.1 Man a display booth at one public event in the Town or region per year.

PO2.2 Participate with the Placer Regional Storm Water Coordination Group by attending regular meetings

PO2.3 Public outreach to schools

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
PO2.1 Man a display booth at one public event in the Town or region per year.					
PO2.2 Participate with the Placer Regional Storm Water Coordination Group by attending regular meetings					
PO2.3 Public outreach to schools					



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

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SWMP-MCM  
Fact Sheet Series**

**Public Education and Outreach**

- PO1. Printed Public Education Program
- PO2. Public Outreach Activities by Town Staff

**Public**

**Involvement/Participation**

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

**Illicit Discharge Detection and Elimination**

- ID1. Compile Storm Drain System Map
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- ID4. Illicit/Non-Storm Water Discharge Elimination Program

**Construction Site Runoff Control**

- CS1. Update Town Improvement Standards
- CS2. Town Staff Training on New Storm Water Requirements for Construction Sites
- CS3. Construction Storm Water Ordinance

**Post Construction Site Runoff Control**

- PC1. Development Review Process Update
- PC2. Write and Implement New Storm Water System O&M Plan
- PC3. Post Construction Ordinance

**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet PI1. Citizens Advisory Committee

**Mission:** The Citizens Advisory Committee will be set up and facilitated by Town staff for the purpose of gaining public support for storm water programs and for receiving public input on Town plans and programs.

### Detailed Description:

PI1.1 – The Town of Loomis Public Works staff will invite citizen participation through the formation and coordination of a Citizens Advisory Committee (CAC). The Town staff will advertise for participants in the CAC and facilitate its formation and organization. After the CAC is operational, Town staff involvement will be limited to providing meeting space and giving regular meeting reports to update the CAC on storm water issues in the Town.

**Measurable Goals & Schedule:**

Measurable Goal

PI1.1 Coordinate Citizens Advisory Committee meetings once per quarter.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

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Fact Sheet Series**

**Public Education and Outreach**

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**Public**

**Involvement/Participation**

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

**Illicit Discharge Detection and Elimination**

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**Good Housekeeping for Municipal Operations**

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- GH2. On-Going Training of Town Staff

## Fact Sheet PI2. Storm Drain Stenciling Program

**Mission:** The Storm Drain Stenciling Program will be set up and facilitated by the Town as a means of using volunteer labor to stencil, and maintain stencils, on all Town storm drain inlets.

**Detailed Description:** Storm drain stenciling can be an easy way to remind citizens that the storm water collection system discharges into local waterways. Currently, developers are required to label all new storm drain inlets by stamping identifying text in the associated concrete. The purpose of this effort is to mark old storm drain inlets.

PI2.1 – The Town staff will assemble two complete storm drain stenciling kits. Kits may include: paint, stencils, curb cleaning supplies, orange safety vests, storm drain maps, door hangers that include information about local storm drain inlets, etc. The kits will be given to citizen groups who participate in storm drain stenciling projects.

PI2.2 – Town staff will supervise storm drain stenciling activities at two events per year. The town will solicit for volunteers to complete the storm drain stenciling through the CAC. Groups that may be interested in participating in storm drain stenciling include: the CAC, local Boy Scout troops, local service clubs, etc. After all storm drain inlets have been stenciled, future activities will concentrate on refreshing stencils and maintaining work already completed.

**Measurable Goals & Schedule:**

Measurable Goal

PI2.1 Assemble two storm drain stenciling kits.

PI2.2 Supervise storm drain stenciling by citizen groups at two activities per year.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
PI2.1 Assemble two storm drain stenciling kits.					
PI2.2 Supervise storm drain stenciling by citizen groups at two activities per year.					



# Town of Loomis

## Storm Water Management Program

### Minimum Control Measures Fact Sheet

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#### Public Education and Outreach

- PO1. Printed Public Education Program
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#### Public

##### Involvement/Participation

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

#### Illicit Discharge Detection and Elimination

- ID1. Compile Storm Drain System Map
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#### Construction Site Runoff Control

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#### Post Construction Site Runoff Control

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#### Good Housekeeping for Municipal Operations

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

### Fact Sheet PI3. Volunteer Stream Adoption and Monitoring Program

**Mission:** The Volunteer Stream Adoption and Monitoring Program will be set up and facilitated by the Town as a means of involving citizens in stream maintenance. This program is intended to convey a sense of ownership of local waterways to citizens so that overall storm water quality objectives can be achieved.

#### Detailed Description:

PI3.1 – The Volunteer Stream Adoption and Monitoring Program will be set up much like adopt-a-highway programs wherein citizens are invited to take responsibility for certain sections of stream. The Town public works department will create guidelines for this program that include: specific stream reaches that are to be included in the program, schedules, and basic expectations for cleaning.

In addition, the Town will take advantage of this volunteer workforce by asking them to monitor the conditions of the stream on a regular basis. Volunteers will be monitoring the stream for undesirable constituents such as trash, oil, debris, foam, scum, sediment, and any other visible pollution. The record of monitoring observations will be recorded on forms that will be filed by the City and may be used as a subjective record of overall stream conditions. The Town public works department will create the monitoring forms that it will ask the citizens to complete.

Opportunities to adopt a stream reach will be offered to all citizens and local service groups. It is assumed that the CAC may lead the effort to publicize the opportunity to adopt a stream reach.

PI3.2 – The Town public works department will supervise volunteer activities and facilitate the efforts of the volunteers. This may include, providing a means of disposing of debris removed from streams, providing direction and guidance for vegetation maintenance activities, assisting with access to some stream reaches, etc.

In addition, the Town public works department will include a section in the Annual Report to the Regional Board that will specifically

~~address volunteer activities. make an annual report on the volunteer activities available to the public. This report may be made on the City website, or through other printed means. This section of the report will be a way to advertise for future involvement by other volunteers and to recognize the efforts of those already in the program.~~

~~The annual report may also include some subjective measures of the overall health of the streams as observed and recorded by the volunteers. This will establish a baseline in the early years and may become an incentive for citizens to work together to preserve the natural stream resources that are present in the Town.~~

**Measurable Goals & Schedule:**

Measurable Goal

PI3.1 Create guidelines for Volunteer Stream Adoption and Monitoring Program.

PI3.2 Supervise volunteer activities and make an annual report on volunteer activities.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>



# Town of Loomis

## Storm Water Management Program

### Minimum Control Measures Fact Sheet

**Town of Loomis  
SWMP-MCM  
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**Public Education and Outreach**

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**Public**

**Involvement/Participation**

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**Illicit Discharge Detection and Elimination**

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**Construction Site Runoff Control**

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**Post Construction Site Runoff Control**

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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
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#### Fact Sheet ID1. Compile Storm Drain System Map

**Mission:** The Storm Drain System Map will be used for many other activities in the Storm Water Management Plan. An accurate Storm Drain System Map is a key to good management of the system since it will identify all system components, waterways, and discharge locations.

#### Detailed Description:

ID1.1 – The Town will create an electronic drawing layer of the storm drainage system in the Town. Storm drain system mapping will include all improved facilities such as inlets, collection pipes, conveyance pipes, treatment units, and discharge points. The map will also clearly show all natural and manmade waterways in the Town into which storm water is discharged. This BMP will satisfy the General Permit requirement that regulated entities “develop a storm water system map showing the location of all outfalls and the names and locations of all waters of the US that receive discharges from those outfalls.”

ID1.2 – After the Town has made an initial effort to create the storm drainage map, it is assumed that field verification will be needed. Also, it is assumed that additional information may be needed to be added to the map based on field conditions that may be unknown prior to some more thorough inspections. The purpose of this task is for the Town public works staff to work to supplement the storm drain map information by collecting additional field information.

ID1.3 – The storm drain map will be updated to reflect additional information that is collected by the Town public works staff. The storm drain map will be updated on a continual basis as facilities are added to the system as a result of either new development or improvements to existing development.

**Measurable Goals & Schedule:**

Measurable Goal

ID1.1 Create an electronic drawing layer for storm drain system.

ID1.2 Collect field data for unmapped storm drain system components.

ID1.3 Storm drain map updated to include all known storm drain system components.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
ID1.1					
ID1.2					
ID1.3					



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**Involvement/Participation**

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**Illicit Discharge Detection and Elimination**

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**Construction Site Runoff Control**

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**Post Construction Site Runoff Control**

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**Good Housekeeping for Municipal Operations**

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## Fact Sheet ID2. Illicit Discharge Enforcement Ordinance

**Mission:** The Illicit Discharge Enforcement Ordinance will be used as prescribed in the General Permit to effectively prohibit non-storm water discharges into the storm water system.

### Detailed Description:

ID2.1 – The Town Public Works Director will meet with the Town Attorney to review the requirements of the required storm water Illicit Discharge Enforcement Ordinance. Expectations and limitations of the Town public works department will be identified and the Town Attorney will be directed to begin preparing a draft ordinance. The General Permit requires that regulated entities “prohibit through ordinance, non-storm water discharges into the Town and implement appropriate enforcement procedures and actions.” In addition, consideration will be taken for the identification and enforcement of illegal dumping.

ID2.2 – Based on the requirements set forth in the General Permit and on the desires outlined by the Public Works Director, the Town Attorney will write a draft Illicit Discharge Enforcement Ordinance for review by the Public Works Director and consideration by the Town Council.

ID2.3 – After the draft ordinance has been reviewed and comments have been received, the Town Attorney will make revisions and write a final Illicit Discharge Enforcement Ordinance. The Town Council will adopt the ordinance into the municipal code.

**Measurable Goals & Schedule:**

Measurable Goal

- ID2.1 Meet with Town Attorney to outline ordinance requirements.
- ID2.2 Town Attorney to complete a draft ordinance
- ID2.3 Town Council to adopt a final ordinance

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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**Construction Site Runoff Control**

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**Post Construction Site Runoff Control**

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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
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## Fact Sheet ID3. Illicit/Non-Storm Water Discharge Detection Program

**Mission:** The Illicit/Non-Storm Water Discharge Detection Program will be used to train Town staff on inspection techniques and then to conduct inspections for the purpose of identifying non-storm water connections to the system.

### Detailed Description:

ID3.1 – Town public works field staff will be trained on ways to identify and detect illicit storm water connections. This training will be given once per year and will most likely be by third parties in an off site setting. The goal of the training will be for the public works staff to be educated on basic ways to recognize illicit connections or discharges to the storm drain, or illegal dumping around the area so that they can be stopped. This task is a good opportunity for the Town to share resources by participating in some joint training with other members of the PRSCG.

ID3.2 – Public works staff will conduct an inventory of all commercial and industrial sites in the Town. After the inventory is made, the properties will be prioritized for inspection by Town public works staff. Priorities will be made based on property use and the history of the site operators to discharge materials or site runoff into the storm drain system.

ID3.3 – Public works staff will formally inspect the 5 highest priority sites each year to identify any enforcement action that is required. Priority rankings will be made after all commercial and industrial sites are inspected.

**Measurable Goals & Schedule:**

Measurable Goal

- ID3.1 Train Town field staff on ways to detect illicit storm water connections in an annual training session.
- ID3.2 Inventory conducted for commercial and industrial properties in the Town to prioritize sites for inspection.
- ID3.3 Inspect 5 highest priority sites per year and identify enforcement action required.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
ID3.1 Train Town field staff on ways to detect illicit storm water connections in an annual training session.					
ID3.2 Inventory conducted for commercial and industrial properties in the Town to prioritize sites for inspection.					
ID3.3 Inspect 5 highest priority sites per year and identify enforcement action required.					



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

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**Public**

**Involvement/Participation**

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- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

**Illicit Discharge Detection and Elimination**

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**Construction Site Runoff Control**

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**Post Construction Site Runoff Control**

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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet ID4. Illicit/Non-Storm Water Discharge Elimination Program

**Mission:** The Illicit/Non-Storm Water Discharge Elimination Program will be used to remove illicit connections from the system.

### Detailed Description:

ID4.1 – Illicit connections that are identified during inspection activities will be prioritized for enforcement/repair. Priorities will be set according to the severity of the illicit connection and according to its potential to adversely affect the storm water in the Town. This priority list will include directly piped connections to the storm drain system as well as situations that may lead to unauthorized discharges (such as poorly maintained industrial sites). Town staff will/may contact site operators whose sites are on the priority list to make them aware of their status.

ID4.2 – Town public works staff will work to specifically address and enforce the top 5 illicit connections each year in accordance with established procedures. This enforcement may include working with owners of private sites to change physical situations including piping and/or site maintenance. This BMP may also include repairing or re-plumbing work to be performed by Town staff.

ID 4.3 – The Town will endeavor to maintain the Household Hazardous Waste Program that is already in place with Auburn Disposal Company. This purpose of this program is to give Town residents a means of easily and properly disposing of their hazardous wastes so that they don't become tempted to dump them illegally in the storm water system or streams.

**Measurable Goals & Schedule:**

Measurable Goal

ID4.1 Prioritize all illicit connections found in previous inspection activities (see ID2).

ID4.2 Enforce repair activities at the top 5 illicit connections per year.

ID4.3 Maintain Household Hazardous Waste Program

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
ID4.1					
ID4.2					
ID4.3					



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

## Town of Loomis SWMP-MCM Fact Sheet Series

### Public Education and Outreach

- PO1. Printed Public Education Program
- PO2. Public Outreach Activities by Town Staff

### Public

#### Involvement/Participation

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

### Illicit Discharge Detection and Elimination

- ID1. Compile Storm Drain System Map
- ID2. Illicit Discharge Enforcement Ordinance
- ID3. Illicit/Non-Storm Water Discharge Detection Program
- ID4. Illicit/Non-Storm Water Discharge Elimination Program

### Construction Site Runoff Control

- CS1. Update Town Improvement Standards
- CS2. Town Staff Training on New Storm Water Requirements for Construction Sites
- CS3. Construction Storm Water Ordinance

### Post Construction Site Runoff Control

- PC1. Development Review Process Update
- PC2. Write and Implement New Storm Water System O&M Plan
- PC3. Post Construction Ordinance

### Good Housekeeping for Municipal Operations

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet CS1. Update Town Improvement Standards

**Mission:** Town Improvement Standards will be updated to require construction site operators to control waste that may cause adverse impacts to water quality.

### Detailed Description:

CS1.1 – The Town Public Works Director will work with a consultant to revise the Town Improvement Standards. New improvement standards will be developed to require BMP's for erosion, sediment control and waste/material management written to specifically address proper handling of storm water including erosion and sediment control and the handling of construction wastes. New Improvement Standards will be written in draft form first to allow for comment by the Public Works Director and any others that he chooses to review the draft document.

In addition to the new Improvement Standards, the following will also be developed:

- Procedures for site plan review
- Inspection procedures/checklists for inspectors
- a system and procedures for enforcement of violations
- a tracking system for inspections and violations.

CS1.2 – The Town Improvement Standards will be completed based on the review and comments that are received from the Town Public Works Director.

**Measurable Goals & Schedule:**

Measurable Goal

- CS1.1 Draft revisions to Town Improvement Standards completed.
- CS1.2 Final revisions to Town Improvement Standards completed.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
■	■			
		■		



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

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SWMP-MCM  
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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
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## Fact Sheet CS2. Town Staff Training on New Storm Water Management Requirements for Construction Sites

**Mission:** Town Enforcement of New Storm Water Management Requirements for Construction Sites will be accomplished by training Town inspectors, and consultants to the Town, to properly inspect construction sites and then mandating that inspectors inspect sites.

### Detailed Description:

CS2.1 – Public works planning and field staff will be trained on the new Improvement Standards. Training will have the goal of making them aware of new requirements and standards so that they are applied uniformly to all developers. Consultants that assist the Town with planning, plan checking, or field duties will also be included in training. Staff will be trained as program develops.

CS2.2 – Town staff will inspect the two highest priority developments each month to verify compliance with storm water regional compliance water mitigation measures. Highest priority sites will be determined by the potential for the site to pollute if not properly maintained. Typical criteria that may be evaluated when ranking the highest priority sites include the total graded area, the amount of slope on the site, proximity to streams, uses of the site, etc. All sites larger than one acre will be inspected once a month during the wet season with sites in non-compliance to be inspected more frequently. During the dry season, all sites shall be inspected every other month. Enforcement activities will commence as needed following inspections.

**Measurable Goals & Schedule:**

Measurable Goal

CS2.1 Train Town field staff on new revisions to Town Improvement Standards

CS2.2 Town staff to inspect 2 priority developments on a monthly basis for storm water measures.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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## Town of Loomis SWMP-MCM Fact Sheet Series

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- PC3. Post Construction Ordinance

### Good Housekeeping for Municipal Operations

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## Fact Sheet CS3. Construction Storm Water Ordinance

**Mission:** A Construction Storm Water Ordinance will be used to require erosion and sediment controls on construction sites. The ordinance will include provisions for sanctions for violators.

### Detailed Description:

CS3.1 – The Town Public Works Director will meet with the Town Attorney to review the requirements of the required storm water Construction Ordinance. Expectations and limitations of the Town public works department will be identified and the Town Attorney will be directed to begin preparing a draft ordinance. Examples of other local ordinances may be delivered to the Town Attorney to illustrate desirable language.

The General Permit includes specific requirements that the Construction Ordinance include development and implementation of the following as minimum measures:

- An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance;
- Requirements for construction site operators to implement appropriate erosion and sediment control BMP's;
- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- ~~Procedures for receipt and consideration of information submitted by the public.~~

CS3.2 – Based on the requirements set forth in the General Permit and on the desires outlined by the Public Works Director, the Town Attorney will write a draft Construction Ordinance for review by the Public Works Director and consideration by the Town Council.

CS3.3 – After the draft ordinance has been reviewed and comments have been received, the Town Attorney will make revisions and write a final Construction Ordinance. The Town Council will adopt the ordinance into the municipal code.

**Measurable Goals & Schedule:**

Measurable Goal

CS3.1 Meet with Town Attorney to outline construction ordinance requirements.

CS3.2 Town Attorney to complete a draft construction ordinance.

CS3.3 Town Council to adopt a final construction ordinance.

	<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
CS3.1 Meet with Town Attorney to outline construction ordinance requirements.					
CS3.2 Town Attorney to complete a draft construction ordinance.					
CS3.3 Town Council to adopt a final construction ordinance.					



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

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Fact Sheet Series**

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**Involvement/Participation**

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**Construction Site Runoff Control**

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**Post Construction Site Runoff Control**

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- PC3. Post Construction Ordinance

**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet PC1. Development Review Process Update

**Mission:** The Town will prepare a Development Review Process Update by making sure that all plan checkers (Town employees and consultants hired by the Town) are aware of new storm water requirements and that they are checking plans commensurate with those requirements.

### Detailed Description:

PC1.1 – The Town Public Works Director will review the development review process to identify any shortfalls related to storm water management. Development review may be accomplished by Public Works staff or by consultants. The Public Works Director will formalize the development review process by writing a memo, checklist, or other document that will guide reviewers through the appropriate steps in plan review. The General Permit requires that procedures for site plan review incorporate consideration of potential water quality impacts.

PC1.2 – The revised development review process will be issued to the public for their planning and use when submitting projects to the Town. Public release of the document will most likely consist of making the document available to developers at the Public Works Counter in the Town Hall.

**Measurable Goals & Schedule:**

Measurable Goal

PC1.1 Review current development review process and identify shortfalls

PC1.2 Issue development review process memo to public

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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**Public Education and Outreach**

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**Public**

**Involvement/Participation**

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

**Illicit Discharge Detection and Elimination**

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- CS3. Construction Storm Water Ordinance

**Post Construction Site Runoff Control**

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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## **Fact Sheet PC2. Write and Implement New Storm Water System O&M Plan**

**Mission:** The Town will Write and Implement a New Storm Water System O&M Plan to direct Town field staff in regular operations expectations and procedures that will result in best management practices for the storm drain system.

### **Detailed Description:**

PC2.1 – The Town Public Works Director will write a draft Operations and Maintenance Plan for the public storm water facilities. This plan will address all treatment devices and locations that are owned and maintained by the public. These may include drain inlet filters, hydrodynamic separators, drain inlet sumps, storm water collection system piping, storm water pump stations, stream maintenance activities, etc.

PC2.2 – Based on review of the draft document by public works staff, the Town Council, consultants, and any others that the Public Works Director chooses, the Town Public Works Director will finalize the Operations and Maintenance Plan for public storm water facilities.

Post construction BMPs will be inspected to determine effectiveness, proper use, and compliance with Town policies regarding compliance with BMPs. If found to be ineffective or non-compliant, proper enforcement will be implemented.

**Measurable Goals & Schedule:**

Measurable Goal

- PC2.1 Write draft O&M Plan for Town crew maintenance of public storm water facilities.
- PC2.2 Write final O&M Plan for Town crew maintenance of public storm water facilities

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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**Involvement/Participation**

- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
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**Illicit Discharge Detection and Elimination**

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**Post Construction Site Runoff Control**

- PC1. Development Review Process Update
- PC2. Write and Implement New Storm Water System O&M Plan
- PC3. Post Construction Ordinance

**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet PC3. Post Construction Ordinance

**Mission:** A Post Construction Ordinance will be written and adopted to address post construction runoff from new development and redevelopment projects.

### Detailed Description:

PC3.1 – The Town Public Works Director will meet with the Town Attorney to review the requirements of the required storm water Post Construction Ordinance. Expectations and limitations of the Town public works department will be identified and the Town Attorney will be directed to begin preparing a draft ordinance. Examples of other local ordinances may be delivered to the Town Attorney to illustrate desirable language.

PC3.2 – Based on the requirements set forth in the General Permit and on the desires outlined by the Public Works Director, the Town Attorney will write a draft Post Construction Ordinance for review by the Public Works Director and consideration by the Town Council.

PC3.3 – After the draft ordinance has been reviewed and comments have been received, the Town Attorney will make revisions and write a final Post Construction Ordinance. The Town Council will adopt the ordinance into the municipal code.

**Measurable Goals & Schedule:**

Measurable Goal

- PC3.1 Meet with Town Attorney to outline post construction ordinance requirements.
- PC3.2 Town Attorney to complete a draft post construction ordinance.
- PC3.3 Town Council to adopt a final post construction ordinance.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
PC3.1					
PC3.2					
PC3.3					



# Town of Loomis Storm Water Management Program Minimum Control Measures Fact Sheet

**Town of Loomis  
SWMP-MCM  
Fact Sheet Series**

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- PI1. Citizens Advisory Committee Activities
- PI2. Storm Drain Stenciling Program
- PI3. Volunteer Stream Adoption and Monitoring Program

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**Post Construction Site Runoff Control**

- PC1. Development Review Process Update
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- PC3. Post Construction Ordinance

**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet GH1. Inventory Town Facilities/Properties

**Mission:** As a first means of good housekeeping, the Town will Inventory Town Facilities/Properties. This inventory will help to identify all locations that storm water may be affected by Town operations and activities.

### Detailed Description:

GH1.1 – The Town Public Works Director will direct staff to compile a list of all Town owned and operated facilities, and properties, and activities. Included with the list will be an inventory of each facility with respect to operations that have the potential to affect storm water.

GH1.2 – Using the list of all Town owned and operated sites, the Town Public Works Director will prioritize the sites that have the potential to adversely affect storm water in the Town. This prioritized list will be used to raise awareness of each site and to refine operations requirements at each site to best protect storm water in the town.

**Measurable Goals & Schedule:**

Measurable Goal

GH1.1 Compile a list of all Town owned and operated facilities and properties.

GH1.2 Prioritize list of Town facilities and properties according to use and potential for storm water pollution.

	<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
GH1.1					
GH1.2					



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### Good Housekeeping for Municipal Operations

- GH1. Inventory Town Facilities/Properties
- GH2. On-Going Training of Town Staff

## Fact Sheet GH2. On-Going Training of Town Staff

**Mission:** Training of Town Staff is critical to improving on existing means and methods of carrying out day-to-day duties. Improvements will focus on ways to reduce negative impacts to storm water quality in the Town.

### Detailed Description:

GH2.1 – Town Public Works Staff will be trained annually to be sure that they are aware of requirements for any site specific SWPPP's that the Town may hold. These typically include industrial sites. While these SWPPP's are not subject to the General Permit for which this SWMP is written, compliance with these requirements is part of an overall Town program of managing storm water and as such are addressed in this SWMP.

GH2.2 – Town staff will be trained on a regular basis regarding the Storm Water O&M Plan whose development is outlined in a previous BMP. Training will concentrate on details of the O&M plan and making sure that Town staff are aware of all that is required for proper storm water management in the Town.

GH2.3 – Town staff will be trained on and on-going basis on all facets of storm water management in the Town. Training may include the storm water O&M plan developed in PC2, and regular operations on Town facilities and properties including the Town Corporation Yard and any other properties. This also includes procedures for normal Town operations such as street sweeping, refuse collection, excavations, and any other regular activities that the Town Public Works staff carries out as part of their regular duties.

Town staff will be trained annually on appropriate methods and activities for protecting storm water in the Town. Training will be under the direction of the Public Works Director and may be conducted by him or by others. Regional board staff will be invited to provide training to Town staff from time to time. Training may also be accomplished in partnerships with other local agencies. This task may be coordinated with others in the PRSCG for maximum effectiveness.

**Measurable Goals & Schedule:**

Measurable Goal

GH2.1 Train Town staff on site specific SWPPP's.

GH2.2 Train Town staff on Storm Water O&M Plan developed in PC1.2.

GH2.3 On-going training of Town staff.

	<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
GH2.1 Train Town staff on site specific SWPPP's.					
GH2.2 Train Town staff on Storm Water O&M Plan developed in PC1.2.					
GH2.3 On-going training of Town staff.					

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Town of Loomis - Storm Water Management Program

## Appendix D

Tasks to Coordinate with PRSCG



# Town of Loomis Storm Water Management Plan Activities to Coordinate with the PRSCG

**Town of Loomis  
SWMP-MCM  
Fact Sheet Series**

**Public Education and Outreach**

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**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. Training of Town Staff

**Overview:** Throughout the SWMP, references have been made to activities that the Town of Loomis may wish to coordinate with the Placer Regional Storm Water Coordination Group. This section of the SWMP are excerpts of other text, included here as a summary of activities which lend themselves to coordination with the group.

**Specific MCM's:**

PO2.1 – Town staff will man a display booth at a public event in the Town or region once per year. The purpose of the booth will be to educate citizens on the importance of storm water management and the means by which the Town is protecting the storm water resources.

PO2.2 – Town of Loomis staff will participate with the PRSCG by attending regular meetings and planning ways that resources of the participating entities can be shared to further the goals of the Town. It is assumed that these meetings will occur on a quarterly basis.

PO2.3 – Town of Loomis staff will make efforts to reach out to the younger citizens by working with local schools. Outreach efforts may include distributing printed materials to the students, and making presentations to classes. Town staff may choose to work with others in the PRSCG to develop a presentation that can be made to science classes in the region. As a minimum measurable goal, the Town staff will make at least one presentation to students of a local school each year.

ID3.1 – Town public works field staff will be trained on ways to identify and detect illicit storm water connections. This training will be given once per year and will most likely be by third parties in an off site setting. The goal of the training will be for the public works staff to be educated on basic ways to recognize illicit connections or discharges to the storm drain so that they can be stopped. This task is a good opportunity for the Town to share resources by participating in some joint training with other members of the PRSCG.

GH2.3 – Town staff will be trained on and on-going basis on all facets of storm water management in the Town. Training may include the storm water O&M plan developed in PC2, and regular



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**Construction Site Runoff**

**Control**

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- CS3. Construction Storm Water Ordinance

**Post Construction Site Runoff**

**Control**

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- PC2. Write and Implement New Storm Water System O&M Plan
- PC3. Post Construction Ordinance

**Good Housekeeping for Municipal Operations**

- GH1. Inventory Town Facilities/Properties
- GH2. Training of Town Staff

operations on Town facilities and properties. This includes the Town Corporation Yard and any other properties. This also includes procedures for normal Town operations such as street sweeping, refuse collection, excavations, and any other regular activities that the Town Public Works staff carries out as part of their regular duties.

Town staff will be trained on appropriate methods and activities for protecting storm water in the Town. Training will be under the direction of the Public Works Director and may be conducted by him or by others. Regional board staff will be invited to provide training to Town staff from time to time. Training may also be accomplished in partnerships with other local agencies. This task may be coordinated with others in the PRSCG for maximum effectiveness.

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Town of Loomis - Storm Water Management Program

# Appendix E

Detailed Implementation Schedule



# Town of Loomis

## Storm Water Management Program

### Detailed Implementation Schedule

Task Name	2003	2004	2005	2006	2007	2008
<b>Public Education and Outreach</b>						
<b>PO1. Printed Public Education Program</b>						
PO1.1 Compile list of targeted audiences and possible printed materials for each.						
PO1.2 Distribute bill stuffers on storm water management in one Town utility bill per year.						
PO1.3 Create a web page for the Town website and update annually.						
PO1.4 Maintain a storm water bulletin board at Town Hall, updated annually.						
PO1.5 Create and implement policy for receipt of public information						
<b>PO2. Public Outreach Activities by Town Staff</b>						
PO2.1 Man a display booth at one public event in the Town or region per year.						
PO2.2 Participate with the Placer Regional Storm Water Coordination Group by attending regular meetings.						
PO2.3 Public outreach to schools.						
<b>Public Involvement/Participation</b>						
<b>PI1. Citizens Advisory Committee</b>						
PI1.1 Coordinate Citizens Advisory Committee meetings once per quarter.						
<b>PI2. Storm Drain Stenciling Program</b>						
PI2.1 Assemble two storm drain stenciling kits.						
PI2.2 Supervise storm drain stenciling by citizen groups at two activities per year.						
<b>PI3. Volunteer Stream Adoption and Monitoring Program</b>						
PI3.1 Create guidelines for Volunteer Stream Adoption and Monitoring Program.						
PI3.2 Supervise volunteer activities and make an annual report on volunteer activities.						
<b>Illicit Discharge Detection and Elimination</b>						
<b>ID1. Compile Storm Drain System Map</b>						
ID1.1 Create an electronic drawing layer for storm drain system.						
ID1.2 Collect field data for unmapped storm drain system components.						
ID1.3 Storm drain map updated to include all known storm drain system components.						
<b>ID2. Illicit Discharge Enforcement Ordinance</b>						
ID2.1 Meet with Town Attorney to outline enforcement ordinance requirements.						
ID2.2 Town Attorney to complete a draft enforcement ordinance						
ID2.3 Town Council to adopt a final enforcement ordinance						
<b>ID3. Illicit/Non-Storm Water Discharge Detection Program</b>						
ID3.1 Train Town field staff on ways to detect illicit storm water connections in two training sessions per year.						
ID3.2 Inventory conducted for commercial and industrial properties in the Town to prioritize sites for inspection.						
ID3.3 Inspect 5 highest priority sites per year and identify enforcement action required.						
<b>ID4. Illicit/Non-Storm Water Discharge Elimination Program</b>						
ID4.1 Prioritize all illicit connections found in previous inspection activities (see ID2).						
ID4.2 Enforce repair activities at the top 5 illicit connections per year.						
ID4.3 Maintain Household Hazardous Waste Program						
<b>Construction Site Runoff Control</b>						
<b>CS1. Update Town Improvement Standards</b>						
CS1.1 Draft revisions to Town Improvement Standards completed.						
CS1.2 Final revisions to Town Improvement Standards completed.						
<b>CS2. Town Staff Training on New Storm Water Management Requirements for Construction Sites</b>						
CS2.1 Train Town field staff on new revisions to Town Improvement Standards.						
CS2.2 Town staff to inspect 2 priority developments on a monthly basis for storm water measures.						
<b>CS3. Construction Storm Water Ordinance</b>						
CS3.1 Meet with Town Attorney to outline construction ordinance requirements.						
CS3.2 Town Attorney to complete a draft construction ordinance.						
CS3.3 Town Council to adopt a final construction ordinance.						
<b>Post Construction Site Runoff Control</b>						
<b>PC1. Development Review Process Update</b>						
PC1.1 Review current development review process and identify shortfalls						
PC1.2 Issue development review process memo to public						
<b>PC2. Write and Implement New Storm Water System O&amp;M Plan</b>						
PC2.1 Write draft O&M Plan for Town crew maintenance of public storm water facilities.						
PC2.2 Write final O&M Plan for Town crew maintenance of public storm water facilities.						
<b>PC3. Post Construction Ordinance</b>						
PC3.1 Meet with Town Attorney to outline post construction ordinance requirements.						
PC3.2 Town Attorney to complete a draft post construction ordinance.						
PC3.3 Town Council to adopt a final post construction ordinance.						
<b>Good Housekeeping for Municipal Operations</b>						
<b>GH1. Inventory Town Facilities/Properties</b>						
GH1.1 Compile a list of all Town owned and operated facilities and properties.						
GH1.2 Prioritize list of Town facilities and properties according to use and potential for storm water pollution.						
<b>GH2. Training of Town Staff</b>						
GH2.1 Train Town staff on site specific SWPPP's.						
GH2.2 Train Town staff on Storm Water O&M Plan developed in PC1.2.						
GH2.3 On-going training of Town staff.						

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